MEETING OF THE
BOARD OF LIBRARY TRUSTEES
MARCH 10, 2020
MINUTES

Location: Robbins Library Conference Room

Call to Order
Chair Amy Hampe called the meeting to order at 7:19 pm, and in attendance were trustees
Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also
in attendance were Town Treasurer Phyllis Marshall, Andrea Nicolay, library director, and Anna
Litten, assistant library director. Heather Calvin attended via Skype.

Update from Town Treasurer Phyllis Marshall
Town Treasurer Phyllis Marshall reported to the Board on Trust Fund health. Ms. Marshall
shared up-to-date balances as of the end of February. Ms. Marshall reported that the Board of
Commissioners for Trust Funds was re-appointed. Ms. Marshall looks forward to issuing an RFP
for investment services including enhanced reporting options. Ms. Marshall will present a draft
of the RFP to the Board of Commissioners for Trust Funds. The Board of Commissioners
welcomes input from the Board. The Library Trust Liaison will continue monitoring
Commissioner meetings and activity and reporting back to the Board. The Board discussed
Trust funds and unrestricted funds.

Community Time
No members of the community were present.

Approval of February 11 Meeting Minutes (vote needed)
Mr. Delmolino moved to approve the minutes as amended. Ms. Fennelly seconded the motion.
The Board approved the minutes.

Trustee Bylaws (vote needed)
The Board discussed the Trustee Bylaws draft. The subcommittee will present the revised draft
in April so the Board can vote in May, unless there are further amendments.

Donations, Bequests and Gifts Policy (vote needed)
The Board discussed the Donations, Bequests, and Gifts Policy. Ms Fennelly moved to approve
the policy as amended. Mr. Delmolino seconded the motion. The Board approved the
Donations, Bequests, and Gifts Policy.

Strategic Plan Project Schedule

Ms. Nicolay shared the New Strategic Plan Project Schedule. The Board discussed the Strategic Plan Project Schedule.

Macmillan Boycott Update

The Board discussed the LIbrary Responds to Macmillan Embargo press release. Ms. Nicolay shared information on other MLN libraries participating in the boycott.

Director's Report

The Board discussed the Director's Report. The Board noted the launch of open holds.

Foundation Liaison Update

Ms. Calvin reported that the Arlington Libraries Foundation raised $94,000 this year to date, about $20,000 above last fiscal year. Volunteers spent 122 hours on the annual appeal. Ms. Hampe thanked the Foundation and acknowledged their hard work on behalf of the library.

Friends Liaisons Updates

Ms. Radochia reported on the Friends of the Robbins Library meeting. Ms. Radochia shared the sad news of Harold Forbes' passing. Music in Bloom is scheduled for March 27, although the event is being reconsidered in light of the coronavirus threat. Ms. Radochia shared information on planned Friends events. The Board received no notification of a Friends of Fox meeting.

Communications and Announcements

No communications or announcements.

Unanticipated Items

Ms. Nicolay shared that she has been taking part in Town-wide meetings on the COVID-19 response. The libraries have stopped circulating toys in the Children's room and Fox Branch Library. The library has not yet cancelled library programs but that decision might change. The Town facilities department is deploying more disinfectant and additional cleaning services and adding a hand sanitizer dispenser in the lobby. The Board recommended adding an item to the agenda for the next meeting to address the Strassburg fund.

Date of Next Meeting: April 14, 2020

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. The meeting was adjourned at 9:01.

Materials Distributed:

- March 10, 2020 Meeting Agenda
- February 11, 2020 Meeting Minutes
- Bylaws of the Board of Trustees--DRAFT
- Draft Donations, Bequests, and Gifts Policy
- Library Responds to Macmillan Embargo press release
- Strategic Plan Project Schedule
- Director's Report, February 2020 with February Circulation Report